



Memo

To: Mayor and Members of City Council

From: Fred Burmont, City Administrator

Date: May 28, 2004

Re: Monthly Report for May 2004

On February 10th City Council adopted our "Top Ten" goals for the current year:

In regard to the # 1 goal, Protect our water sources, obtain additional water and promote water conservation, our reservoir remains 100% full but the snow pack runoff is slowing considerably. Our new telemetry equipment allows us to better manage our water flows from South French Creek and North French Creek that feed into our water treatment plant. At this time we are taking in approximately twice as much water as we are currently processing at our plant. However, in anticipation of heavier water use in the summer months, we are encouraging customers to conserve water by not watering in the heat of the day (between the hours of 8:00 AM and 6:00 PM—to be consistent with our restrictions ordinance). We will monitor the flows daily and, if necessary, recommend the outdoor watering restrictions for the summer months.

We have engaged a consultant to assist us in negotiating with Colorado Springs Utilities ("CSU") the exchange of our Frying Pan-Arkansas Project water in Pueblo Reservoir for water in their system above our treatment plant. Our City Attorney, Alan Jensen, attended the monthly meeting of the Southeastern Colorado Water Conservancy District in Pueblo on May 20th. We requested renewal of our previous 165 acre feet of water, but due to the regional drought situation, we understand that we will be allocated less this year.

In regard to the # 2 goal, Implement the Manitou Master Plan and Avenue Plan, during May we completed a significant "first step" of the Manitou Avenue Master Plan adopted by City Council in 1998—namely, the resurfacing and striping to reduce Manitou Avenue from four lanes to three. Our Finance Director, Mike Leslie, coordinated with our Downtown Revitalization consultants, Nolte & Associates, the contractor, A-1 Chip Seal, the Colorado Department of Transportation ("CDOT"), our Police and Public Services departments, Kitty Clemens of our Business Improvement District ("BID"), and a number of other persons to complete this project prior to the Memorial Day start of our tourist season. This \$88,000 project was paid 60% by CDOT and 40% by the City.

We continue to hold "project management group" meetings (consisting of City staff, Nolte Associates, CDOT, CSU, the Manitou Springs Economic Development Commission ("EDC"), the BID, the Chamber of Commerce, the Metro District and representatives from each of the

City boards and commissions) to discuss the project. By consensus, the group has made decisions on street lighting, street furniture, and preliminary design elements of the project. Summaries of these bi-weekly meetings are included in the "Springs Ahead" link on the City's new web site, www.manitousprings-co.gov.

In regard to the long-standing # 3 goal to renovate the Historic Spa building, during May the prospective redeveloper submitted an application for a Major Development Plan to renovate the building for mixed residential and commercial use. Our Planning, Fire, Police, and Public Services staffs reviewed the proposal and made comments which have been forwarded back to the applicant. Depending on timing of the response by the applicant, this could be presented for consideration by the Planning Commission as early as their June 9th meeting.

The # 4 goal is to Increase revenues for businesses and for the City. We continue to work with the EDC, the Business Improvement District, the Chamber of Commerce and Pikes Peak Area Attractions to attract more first-time visitors and repeat visitors to the City; develop programs to help make visitors feel more comfortable in the public areas and create programs to enhance the economy.

A big "thank you" goes to our entire Public Services Department, headed by our Director of Public Services, Kelly McMinn, for all of their hard work to prepare our community parks and buildings for the summer season.

During April we received the March sales tax statistics and collections from the Colorado Department of Revenue. We are encouraged to see that taxable sales were up 2.8% for the year 2004 through March. Sales by "in-city" businesses were up 6.3% for the month and up 4.9% for the year. This is the third month in a row that our sales have been greater than last year.

As a step to accomplishing the # 5 goal to Underground Overhead Utilities along Manitou Avenue from East Arch to West Arch during May we met, again, with representatives of Colorado Springs Utilities ("CSU") to discuss the renewal of the electric and gas utility franchises. Our discussions include possible arrangements to underground their electric utility lines in the downtown business area and along Manitou Avenue east and west of downtown. Our Finance Director, Mike Leslie, prepared an analysis of the projected amount of electric franchise taxes to be paid in the next 20 years.

Another meeting is planned for June 3rd to prepare a draft ordinance for City Council review and discussion at a worksession June 9th. The finale franchise agreement--which is scheduled for Council consideration on June 16th-- will include the undergrounding provisions along with other obligations of both parties.

The # 7 goal is to Update our Zoning Map and Zoning Ordinances. The Planning Department staff is preparing a Request for Proposal to engage a consultant to identify the specific tasks in order to accomplish the several programs related to this goal.

Our Police and Fire Departments are training and working on several new programs related to the # 8 goal to Improve Public Safety. At the May 11th Council worksession, our Police Chief, Mary Jo Smith, presented a draft of the updated Police Policies and Procedures Manual. This

was the first update in more than 10 years, and represented a team effort by Lt. Bob Swain and all of the members of our Police Department. The Manual was adopted by City Council on May 18th. Copies of the manual will be given to each officer in the department as a working reference and a copy is on file with the City Clerk.

During May our Police completed several major investigations and made appropriate arrests—as described in the Police Department's monthly report.

In regard to our Communications (911 Dispatch) Center, during May Corporal Jim Marion, Lt. Bob Swain and Chief Mary Jo Smith met weekly with the Fire Department to discuss changes that will be made. Several changes have already been implemented: employees now have a dress code, and answer the phone in the same manner. During May we received updated "protocol cards" for a more comprehensive system of answering of emergency calls and dispatching Police and Fire units.

In regard to the "Staff Development for City employees" goal, on May 18th the City Council adopted our revised Personnel Handbook that identifies policies and procedures for our 57 employees. We are beginning the FY2005 Budget process and will be reviewing staffing levels.

These are some of the major projects that contributed during this month to achieving the 2004 "Top Ten" goals. In addition, there are many on-going activities and projects being completed by our several City departments—as described in their respective reports.